

SY 22 Annual Application Packet Reference Guide

There are four steps to completing the SY22 Annual Application Packet:

- I. Completing the Sponsor Information Sheet
- II. Completing the Site Information Sheets for each of your sites (schools)
- III. Checklist - upload required documents
- IV. Submitting Packet to MEDOE for approval

Getting Started

1. Go to CNPWeb online at <https://me.cnpus.com/cnp/Login>
2. Log in with username and password



3. If this is your first time logging into CNPWeb, you may be asked to change the initial password you are given. Follow screen instruction to change password.

4. Once logged in, select the 'SNP' hyperlink in blue

Program Selection	
Program Code	Program Description
SNP	NSLP
CACFP	CACFP
FDP	FDP

[Sign Out](#)

5. You may see a Notice, read the notice, and click 'Next Page'

6. On Program Year Selection page, select 2022

Program Year Selection		
Program Year	Program Begin Date	Program End Date
2019	July 1, 2018	June 30, 2019
2020	July 1, 2019	June 30, 2020
2021	July 1, 2020	June 30, 2021
2022	July 1, 2021	June 30, 2022

Completing the Sponsor Information Sheet

If you are responsible for more than one Sponsors (Districts) you will see the screen in step 1. Otherwise, start with step 2.

1. Once you're logged in, you will see the sponsor(s) that you are linked with. Click on the blue hyperlinked sponsor number.

Select Sponsor

Sponsor Number:

Name:

Q

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V


W

X

Y

Z

Sponsor Nbr	Sponsor Name	Sponsor Type	County	Status	SNP	CACFP	SFSP	FDP
28	Augusta Public Schools	Public	Kennebec	Active	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1466	RSU 34	Public	Penobscot	Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

2. On the Sponsor Summary page, click on the Applications tab
3. Click on the  icon for Sponsor Information Sheet

Sponsor Summary

Moosabec CSD (1058)

Checklist

Applications

Forms

Activities

Claims

Payments

Users

Washington County

Number	Name	Revision	Status	Date Approved	Action
Sponsor Information Sheet					<div>+</div>
Site Information Sheet(s)					
1059	Jonesport-Beals High School				

4. Answer all questions.
**TIP: hit 'Save' and all required questions will appear in red.*
**TIP: hit 'Save' frequently to avoid timing out while filling out the forms.*

Mailing Addresses

Q1-4 Enter the mailing and street address for the Central Office

Q5 – Select the ‘type’ of address for the Food Service Contact – where is their office located (District , School, Warehouse or Other)

Q6- Select the ‘Type’ of location for the Food Service Enter the mailing and street address for the Food Service Contact

Contact Information

Q10-12 – Enter the Name, Title, Phone and Email for the **Executive Contact** (Superintendent)

Q13-15 - Enter the Name, Title, Phone and Email for the **Food Service Contact**

Q16-18 - Enter the Name, Title, Phone and Email for the **Business Office Contact**

Q19-21 - Enter the Name, Title, Phone and Email for the **Approving Official Contact**.

This is the person who will be approving monthly claims – formerly call Legal Agent.

**If the Superintendent is not going to be the Claim Approving Official, the Superintendent must email pamela.partridge@maine.gov to notify her and request permissions for the Claim Approving Official.*

Free/Reduced Price Application Approval

Q22-23 – Enter the name of the person who handles the Free/Reduced Application process.

Q24 – Enter the name of the software used to process and track F/R applications. If manual, enter ‘manual’.

Q25 – Indicate the type of application provided to households (paper/online)

Q26 – Enter the name of the software used for POS meal counts

Eligibility Waiver

Q27 – If eligibility determination is effective on the date the application was received – select ‘Yes’. If eligibility determination is effective when the application was processes – select ‘No’.

For more information on this process, see SP 11-2014 Effective Date of Free or Reduced Price Meal Eligibility Determinations

Food Service Management Company

If the Sponsor contracts with a FSMC, complete Q 30-32

Verification

Q33 – If you will be conducting verification (required if you collect F/R Meal Applications) indicate the type of Verification. System defaults to “Basic” (error-prone) which is the required method.

Meal Price Information

Q34 – Sponsors operating SSO in SY22 are non-pricing, select ‘Yes’ and skip to the next section.

Audit Compliance - All Maine public schools are required to do a single audit each year.
See requirement at the top of the section

Q 38 – Enter the months of your fiscal year (defaults to July/June)

Q39 – Indicate Yes/No if your Sponsor expended \$750,000 or more in Federal funds during the prior fiscal year. If Yes, answer Q40.

Q40 – Indicate Yes/No if the Sponsor’s single audit has been completed.

If Yes, indicate that the Sponsor has submitted the audit report to Maine DOE.

If No, answer Q41

You may need to check with your Business Office to answer this question.

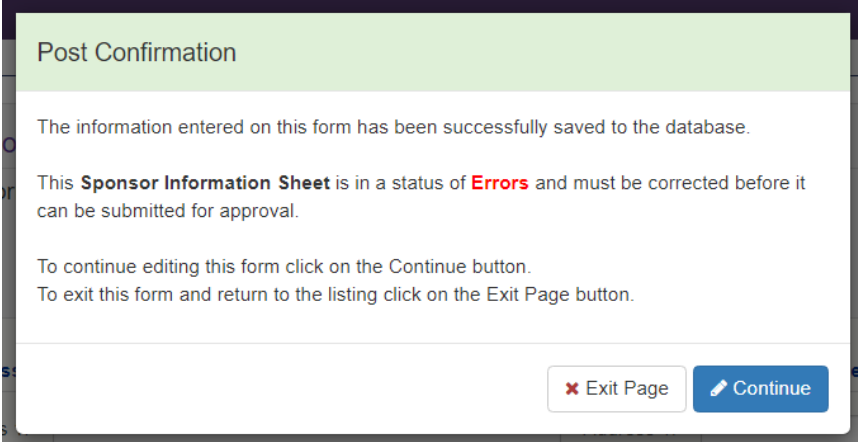
You are not required to enter the “Date Report Will Be Submitted”

Certification Statement

Q42 – click the box to indicate compliance with the Certification Statement.

5. Hit ‘Save’

If there are **Errors** on the form that must be corrected, you will see this message, hit ‘Continue’ to keep editing.

A screenshot of a web application's 'Post Confirmation' message box. The box has a light green header with the title 'Post Confirmation'. The main content area is white and contains three lines of text: 'The information entered on this form has been successfully saved to the database.', 'This **Sponsor Information Sheet** is in a status of **Errors** and must be corrected before it can be submitted for approval.', and 'To continue editing this form click on the Continue button. To exit this form and return to the listing click on the Exit Page button.' At the bottom right of the box are two buttons: a white button with a red 'x' icon and the text 'Exit Page', and a blue button with a white pencil icon and the text 'Continue'.

When all errors are corrected, the Sponsor Information Sheet will be in a status of ‘Pending Submission’. You may ‘Exit Page’ to return to the Sponsor Summary page.

Complete Site Information Sheets

The screenshot shows the 'Sponsor Summary' screen. At the top, there are tabs: Checklist, Applications (highlighted with a red box), Forms, Claims, Payments, and Users. Below the tabs, it says 'Assigned Specialist: No specialist currently assigned'. A table below shows 'Sponsor Information Sheet' with columns: Number, Name, Revision, Status, Date Approved, and Action. The first row shows '3' for Number and 'Acton Elementary School' for Name. At the bottom right, there is a red box around a plus icon (+).

1. On the Applications tab of the Sponsor Summary Screen, click on the click on the icon for Site Information Sheet
2. Answer all the questions.

General Information

Q16 – Select the Campus Type Open or Closed Campus

Q17 – Classification of Site – What type of school is this site? Regular (Public) School/Charter/Boarding/RCCI

***Do not select 'Seamless Summer Option Only as that is for traditional SSO.**

Q18-25 – answer accordingly

Q26 – Attendance Factor – leave blank or enter 93 for High School and 95 for Elem/Middle School

Site Eligibility Information

Q27-28 Do not enter in these fields

Area Eligibility Information

Q29 - Do not enter in this field

Community Eligibility Provision

Q30-37 - Do not enter in these fields

National School Lunch Program

Q38 Participation - If you are participating in SSO, select 'Not Participating' and skip to Q46.

School Breakfast Program

Q46 Participation – If you are participating in SSO select 'Not Participating' and skip to Q62.

Q62 – Reason why breakfast is not offered – enter 'SSO'

Special Milk Program

Q63 – Special Milk Program – select whether this site is participating in SMP (this is not for a la carte milk)

***SMP is for students at school who do not have access to meals such as half day Kindergarten. This is NOT for a la carte milk.**

After School Snack Program

Q67 – select whether this site is participating in the After School Snack Program

If participating, select the option that matches the Site Eligibility listed on the screen and answer questions.

If not participating, skip to Q78.

Fresh Fruit and Vegetable Program

Indicates whether or not this site is approved to operate the FFVP.

Seamless Summer Option – *Choose this option if you plan to offer meals at no charge to students in SY22.*

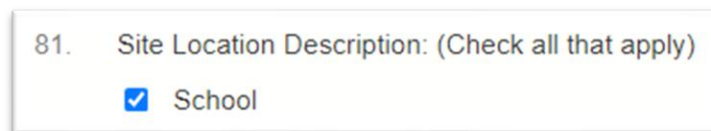
Q79 – Participation – Select ‘Participating’ if you want to participate in SSO

*If you see a message stating ‘Not Eligible’, this can be ignored

A screenshot of a web form for question 79. It shows a dropdown menu with 'Participating' selected. To the right, there is a message: 'Not Eligible for Seamless Summer Option'.

Q80 – Months Meals Served – select the months school is in session (August-June)

Q81 – Check the location of this site – ‘School’

A screenshot of a web form for question 81. It shows a section titled '81. Site Location Description: (Check all that apply)'. Below this, there is a checkbox labeled 'School' which is checked.

Q82 – Type of Site –

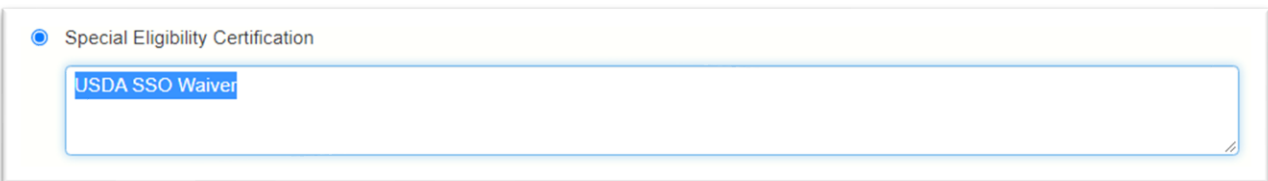
Closed Enrolled – meals are served only to students enrolled at this site

Open Site – meals are served to any child 18 and younger

Restricted Open – meals are served to any child 18 and younger with limited access and first come first serve

Site Eligibility – *USDA waiver allows all schools to participate in SSO in SY22*

Select ‘Special Eligibility Certification’ and enter ‘USDA SSO Waiver’ in the box

A screenshot of a web form for 'Special Eligibility Certification'. It shows a radio button selected for 'Special Eligibility Certification'. Below this, there is a text input box containing the text 'USDA SSO Waiver'.

Q83 – If the answer to Q82 was ‘Restricted Open’ enter ‘USDA SSO Waiver’

Q84 & 85 – If the answer to Q82 was ‘Closed Enrolled’ enter ‘USDA SSO Waiver’

Q 86 – SKIP

Q87 – Program Start Date – enter the first day of school

Program End Date – enter the last day of school

Q88 - Answer is probably no

Q90 – Public Release Date – enter 8/1/21 *The public release is done by Maine DOE*
Q91 – Yes/No do you have a la carte
Q92 – Yes/No do you have Milk Only a la carte
Q93-96 –Select the meal types (no more than two)
OvS – check if using Offer versus Serve
PoS – indicate the number of points of sale – 10 is the max
Enter Begin Time & End Time of meal Service
Select the days meals are offered (*No weekend meals! School days only*)
CAP – Enter the maximum number of meals that can be served at this site
Q97 – Enter the Average Daily Attendance at this site. **This is the average number of students to expect to feed daily. ADA can't exceed CAP*
Q98 – Meal Service Advertising – select Govt Agencies - *This is a traditional SSO requirement*
Q99 – Type of Meal Service Advertisement – select Newspapers
Q100 – Select Yes/No
Q101 – if answered YES to Q100, answer Q101. Otherwise SKIP to Q108
Q102-106 - SKIP

Accountability Procedures

Answer all questions

Q108 - If using Tic Sheets, select Other and enter 'Tic Sheets' in Q111

Q112 – for SSO, answer would be Non-Pricing

Q113 – End of Line - meals can only be counted at the end of the meal service line after unless you have been approved for an exception

Q116 – Yes/No Do you offer second meals *Only one meals per child can be claimed for reimbursement*

If there are **Errors** on the form that must be corrected, you will see this message, hit 'Continue' to keep editing.

When all errors are corrected, the Sponsor Information Sheet will be in a status of 'Pending Submission'. You may 'Exit Page' to return to the Sponsor Summary page

Complete the site information sheets for all sites.

Completing Checklist Documents

Once the Sponsor Application and Site Information Sheet(s) are in Pending Submission status, click on the 'Checklist' tab and upload the required documents with a red checkmark.

Sponsor Summary Airline CSD (1038)

Checklist Applications Forms

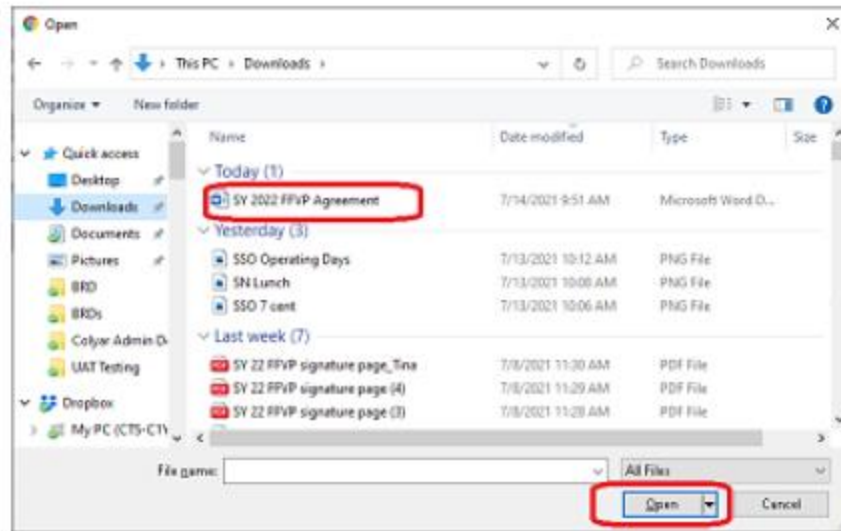
Penobscot County

Item	Required	On-Line Forms Description	Count/Date	Status
1.	<input checked="" type="checkbox"/>	Sponsor Information Sheet	7/1/2021	Approved
2.	<input checked="" type="checkbox"/>	Site Information Sheet(s)	1 of 1	Pending Submission

Item	Required	Off-Line Forms Description	Downloads	Date Sent	Date Received	Date Complete	Action
1.	<input checked="" type="checkbox"/>	Agreement of Child Nutrition Program					
2.	<input checked="" type="checkbox"/>	Policy Statement for free and reduced price benefits					
3.	<input type="checkbox"/>	Agreement to Participate in CEP					
4.	<input type="checkbox"/>	Agreement to Participate in Provision II					
5.	<input checked="" type="checkbox"/>	Attestation of compliance with meal pattern requirements					

1. The answers provided on the Sponsor and State Information Sheets have triggered document requirements on this Checklist Tab. Look for red checkmarks to see what is required.
2. Forms provided by MEDOE that require you to fill out have a PDF icon. Click on the PDF icon to download the form. You will need to print, fill out and scan and save to your computer.
3. To upload the completed document, click on the blue upload icon on the far right.
4. Use the Open File dialog window to find the document you need to upload, click the document name once, and click the 'Open' button.





5. Required documents must be completed and uploaded. Do not use the “Enter Dates for Off-Line Forms” button

Submitting Packet to MEDOE for approval

1. Once all forms on the Application tab are in Pending Submission status and all the required documents have been uploaded on the Checklist Tab, a blue button will appear at the bottom left of the screen that says, “Submit all forms to the State for Approval”. Click this button.

Sponsor Summary Action Public Schools (2)

Checklist Applications Forms Claims Payments Users

Assigned Specialist: No specialist currently assigned

York County

Item	Required	On-Line Forms Description	Count/Date	Status
1.	<input checked="" type="checkbox"/>	Sponsor Information Sheet		Pending Submission
2.	<input checked="" type="checkbox"/>	Site Information Sheet(s)	1 of 1	Pending Submission

Item	Required	Off-Line Forms Description	Downloads	Date Sent	Date Received	Date Complete	Action
1.	<input checked="" type="checkbox"/>	Agreement of Child Nutrition Program		7/14/2021	7/14/2021		
2.	<input checked="" type="checkbox"/>	Policy Statement for free and reduced price benefits		7/14/2021	7/14/2021		
3.		Agreement to Participate in CEP					
4.		Agreement to Participate in Provision II					
5.	<input checked="" type="checkbox"/>	Attestation of compliance with meal pattern requirements		7/14/2021	7/14/2021		
6.		Free & Reduced Price Meal Application and Household Letter					
7.		Free Eligibility Notification Letter					
8.		FFVP Annual Agreement					
9.		Reduced-price Eligibility Notification Letter					
10.		Denied Eligibility Notification Letter					
11.		Direct Certification Eligibility notification letter					
12.		Paid Lunch Equity (PLE) Tool					
13.		FSMC Contract/Renewal Agreement					

☒ Enter Dates for Off-Line Forms

☒ **Submit all forms to the State for Approval**